

**DEPARTMENT OF TRANSPORTATION****DISTRICT 2****OFFICE OF LOCAL ASSISTANCE**

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*Flex your power!  
Be energy efficient!*

September 10, 2003

Attn: Public Works Directors/Transportation Directors/Regional Transportation Planning Agencies

**RE: 2004/2005 Bicycle Transportation Account: Call for Projects**

The District 2 Office of Local Assistance is soliciting Bicycle Transportation Account (BTA) applications for the fiscal year 2004/2005 funding cycle. Applications are due to this Office by December 1, 2003. For this cycle, \$7.2 million is available statewide for projects that improve safety and convenience for bicycle commuters.

The BTA Guidelines are located in the Local Assistance Program Guidelines, Chapter 21, Bicycle Transportation Account and is available on the Division of Local Assistance website under Program Information.

<http://www.dot.ca.gov/hq/LocalPrograms/>

**BTA Highlights**

- To be eligible for BTA funds, a local agency must have an adopted Bicycle Transportation Plan (BTP) that complies with Section 891.2 of the Streets and Highways Code.
  - The local agency governing board adopts the BTP or certifies that it has been updated and complies with State law and the Regional Transportation Plan.
  - The BTP must have been adopted no earlier than four years prior to July 1 of the fiscal year in which BTA funds are granted. Local agencies applying for the 2004/2005 cycle must have a BTP adopted July 1, 2000 or later.
  - The local agency submits the BTP to the Regional Transportation Planning Agency or Local Transportation Commission for review and certification that it complies with Section 891.2 of the Streets and Highways Code and the Regional Transportation Plan.
  - Following regional approval, the local agency submits the BTP to District 2 Office of Local Assistance.
  - Office of Local Assistance forwards the BTP to the Departments' Bicycle Facilities Unit for review and approval.
- Per Section 893.6 of the Streets and Highways Code, "...no applicant shall receive more than 25 percent of the total amounts transferred to the Bicycle Transportation Account in a single fiscal year." For fiscal year 2004/05, the maximum amount an applicant may receive is \$1.8 million.
- BTA funds pay a maximum of 90 percent of the total cost of an eligible project. Local agencies provide 10 percent of the project cost from sources other than the BTA.

- BTPs can be submitted concurrently with the BTA application. However, for local agencies with expired or new BTPs (see attached list), the BTP needs to be adopted and approved when submitting the BTA application by the December 1<sup>st</sup> due date.
- For updated or new BTP, please include a resolution adopting the plan and a letter of certification from the appropriate Regional Transportation Planning Agency. The letter certifies that the plan is in conformance with Streets and Highway Code Section 891.2 and the Regional Transportation Plan.

Please mail your BTA application and adopted BTP by Monday, December 1, 2003 to the address below:

Roberta McLaughlin  
BTA Program Manager  
Office of Local Assistance, MS #5  
California Department of Transportation  
P.O. Box 496073  
Redding, CA 96049-6073

Additional Note:

- A workshop is planned for late October early November in Redding. It will last approximately 4 to 6 hours and will cover BTPs in the morning and BTAs in the afternoon. More information will be provided under separate cover.

If you have any questions, please contact Roberta McLaughlin or my staff at (530) 225-2735, or e-mail [Robert.McLaughlin@dot.ca.gov](mailto:Robert.McLaughlin@dot.ca.gov)

Sincerely,



JOHN G. PEDERSEN  
District Local Assistance Engineer

c: LA Staff  
TQuigley  
Swhite  
BTippin

Attachment

## Caltrans District 2 Bicycle Transportation Plans

The following list is of District 2 BTP's on file and their expiration dates:

COUNTY	APPROVED DATE	EXPIRATION DATE	Eligible for 2004/2005 BTA funds in current status
Lassen	March 1999	March 2003	No
Modoc	January 2000	January 2004	No
Tehama	September 1999	September 2003	No
Siskiyou	October 2000	October 2004	Yes
Trinity	Draft August 2003	August 2007	Yes if hard copy and signed resolution received by 12/1/03
Plumas	No plan on file		No
City of Redding	December 1998	December 2002	No
City of Anderson	Email copy July 2003	July 2007	Yes if hard copy and signed resolution received by 12/1/03
Shasta Lake	May 1995	May 1999	No
Shasta County	May 2000	May 2004	No
Corning	Sep 99	Sep 03	No
Red Bluff	Sep 99	Sep 03	No
Tehama, City	Sep 99	Sep 03	No

Options available to agencies to become eligible for 2004/2005 BTA funds that have expired BTP's or no current plan on file with Caltrans are:

- Write a BTP, have it approved with signed resolution and delivered to Roberta McLaughlin, District 2, BTA Coordinator by December 1, 2003.
- Bring date on existing BTP current, adopt a new resolution and submit Roberta McLaughlin, District 2, BTA Coordinator by December 1, 2003.
- **BTP's can be submitted to District 2 in conjunction with BTA applications.**

Local agencies are encouraged to submit their BTPs to Roberta McLaughlin in advance of the December due date for review and comment before adoption and subsequent submittal by December 1, 2003.

Please refer to the following links when writing a BTP or applying for BTA funds:

- **Street and Highways code to section 890-894.2**  
<http://www.leginfo.ca.gov/calaw.html>
- **Division of Local Assistance**  
<http://www.dot.ca.gov/hq/LocalPrograms>
- **Bicycle Transportation Account Application**  
<http://www.dot.ca.gov/hq/LocalPrograms/bta/BTA%20Application.doc>